



Notice of Intention to Provide Legal Services in SA by Incorporated Legal Practice (Clause 4 of Schedule 1 of the *Legal Practitioners Act 1981*)

The completed notice must be submitted to pcpii@lawsocietysa.asn.au

Instructions

Clause 4(1) of Schedule 1 of the *Legal Practitioners Act 1981* (Act) requires that prior to engaging in legal practice in South Australia, an incorporated legal practice (whether established in South Australia or interstate) is required to give the Supreme Court written notice of the corporation's intention in that regard and pay the prescribed fee of \$33.50.

On receipt of a properly completed notice, the incorporated legal practice will be issued with a Tax Invoice for the prescribed fee of \$33.50. Notification is complete when payment of the prescribed fee is received by the Society.

Please note: Contravention of Clause 4(1) is an offence (Clause 4(2)), and disentitles an incorporated legal practice from recovering any amount for anything the incorporated legal practice did while in contravention of Clause 4(2) (Clause 4(5)).

South Australian Incorporated Legal Practice

If you are providing prescribed notice on behalf of a South Australian incorporated legal practice, please complete Sections A and B of this notice.

South Australian incorporated legal practices may apply to become a Company Member of the Law Society to benefit from capped occupational liability under the Professional Standards Scheme operated by the Society pursuant to the *Professional Standards Act 2004* (SA). For more information see [here](#).

Interstate Incorporated Legal Practice

Please complete and return [Form U](#):

- If you are providing prescribed notice on behalf of an interstate incorporated legal practice, and the legal services will be provided by interstate practitioners on a fly-in/fly-out basis without an office being established.
- If you are providing prescribed notice on behalf of an interstate incorporated legal practice that will be establishing an office for the use of its interstate legal practitioners while in SA.

Fees and Processing Times

Once you have satisfied all the requirements an invoice will be emailed to you. Please allow up to 2 business days after submitting this document to receive your invoice.

Longer processing times may apply during busier periods.

Personal Information Collection Statement

The Law Society of South Australia (**Society**) collects Personal Information in accordance with the *Privacy Act 1988 (Cth)* (**Privacy Act**) and the Australian Privacy Principles (**APPs**) set out in the Privacy Act. If you would like to know more about how your Personal Information is collected, used, held, or disclosed, you may view a full copy of the Privacy Policy at <https://www.lawsocietysa.asn.au/privacy>, or contact us at privacy@lawsocietysa.asn.au. By completing and signing this form and providing it to the Society, you consent to the collection of your Personal Information and acknowledge its use by the Society in accordance with their Privacy Policy. If you do not provide us with the requested Personal Information, or if the Personal Information provided is incorrect or incomplete, we may not be able to provide you with the appropriate regulatory advice and support, which may cause you to be in breach of your statutory obligations.



Section A

Name and contact details of person
authorised to provide this notice:

ILP name
(registered and trading):

ACN:

Registered Office:

Suburb:

State:

Postcode:

Email:

Phone:

Date on which the ILP intends to commence providing legal services in SA:

Section B

Will the ILP be in partnership with other ILPs?

Yes ☐

No ☐

If yes, provide ILP Partner Company name(s)

Will the ILP be in partnership with other legal practitioners?

Yes ☐

No ☐

If yes, provide Partner name(s)

Will the ILP be receiving trust money in SA?

If yes, complete a [Form T](#) and lodge it with this form.

Yes ☐

No ☐

Will the incorporated legal practice provide any service or conduct any business
in South Australia, that does not involve engaging in legal practice (Sch 1, Cl 2
LPA)

Yes ☐

No ☐

I attach:

☐

A completed [Practice Profile](#)

☐

A current and historical ASIC company search

I declare that the above information to be true and correct.

Signature of Applicant:

Date: